



**Corrected
Minutes of the
ALAMEDA FREE LIBRARY BOARD MEETING
WEDNESDAY, NOVEMBER 9, 2011**

The regular meeting of the Alameda Free Library Board was called to order at 6:03 p.m.

ROLL CALL

Present: Catherine Atkin, President
Nancy Lewis, Vice President
Suzanne Whyte, Board Member
Michael Hartigan, Board Member
Gail Wetzork, Board Member

Staff: Jane Chisaki, Library Director
Christina Baines, Recording Secretary

CONSENT CALENDAR

An asterisk indicates items so accepted or approved on the Consent Calendar.

- A. *Report from the Library Director Highlighting Activities for the Month of October 2011.
- B. *Draft Minutes of the Regular Library Board Meeting of October 12, 2011.
- C. *Library Services Report for the Month of September 2011.
- D. *Financial Report Reflecting FY12 Expenditures by Fund for October 2011.
- E. *Bills for Ratification for the Month of October 2011.

President Atkin ensured Board Members had an opportunity to review the Consent Calendar items, and there being no comments, called for a motion. Board Member Hartigan made a motion to accept the Consent Calendar as presented; Vice President Lewis seconded the motion. The motion was carried by a 4-0 vote.

Board Member Whyte arrives at 6:08pm.

UNFINISHED BUSINESS

A. Neighborhood Library Improvement Project (G. Wetzork). Director Chisaki reported there is a balance of \$583,712 (which can only be spent on CIP projects, not operations or collections. A system-wide use, such as a new Integrated Library System, (ILS) would qualify; an estimate of \$300K is suggested for a purchase of an ILS. We are looking exploring other options such as contracted services as well. The remaining balance is up to the Board as to how it would like the Library to use these funds. Member Hartigan suggested a maintenance fund and the second elevator which was left out during the value engineering phase of the Library, and would appreciate looking at the cost to put in the second elevator. The building was designed for two elevators and with all the down time of the existing elevator, this is an area worth monitoring. These funds are flexible; we can just let them sit for a while. The Board suggested holding on to the funds for a while, and monitor the elevator situation. NLIP is done. Board Member Wetzork reported he is still receiving lots of favorable comments from citizens.

B. Library Web Page Discussion (J. Chisaki). Director Chisaki updated the Board on the City website changes. The City has just launched a survey seeking public input on the City's current website seeking opinion on the existing website and asking for limited input. From the Board, should we keep moving forward, or wait and see the direction the City is going to take. Board Member Wetzork recommended waiting until after the City decided on the direction it is going to take, the rest of the Board agreed.

NEW BUSINESS

A. Library Strategic Plan Status/Update (J. Chisaki) Director Chisaki provided the Board with copies of the Strategic Plan in its current status and requested further direction from the Board. Board Member Hartigan suggested that like the NLIP project, the Plan would be best worked on by breaking it up and doing a little at a time, over a period of time and provide thoughts as to why a goal was not met and to provide a discussion point for the Board. For instance, over the next three meetings, take a couple of items at a time, and at the next meeting a couple of more, and so on. Board Member Wetzork indicated it is a living document. Additionally, it was suggested that more narrative be provided where appropriate; and if an item is no longer a viable option, explain the reason. For example, if a goal is not going to be reached because it is cost prohibitive, then please explain that.

B. Discussion of new City "Sunshine Ordinance" (J. Chisaki) The Sunshine Ordinance has been adopted and copies have been provided to the Board Members. It will go into affect February 2012. The Library Board is already in compliance with most areas of the Ordinance. Currently, the Library Board's audio records of meetings are not kept, nor are the meetings video taped. The City Attorney's office is the lead and is going to conduct training on the Ordinance.

C. Alameda Free Library Foundation (J. Chisaki) Director Chisaki reported receiving \$14,306. from the Foundation. Currently the plan is to use a portion of these funds for a credit card payment implementation system at the Library. Additionally, Boopsie, a database, will be purchased using these funds. The Library is very grateful to the Foundation for the contribution of these funds. The Foundation is working really hard to make the upcoming concert at the Alameda Theatre a success. Tickets for this event, Live@the Library presenting Frederica Von State and the Young Musicians Program are still available; seating is first-come first-seated.

D. Friends of the Alameda Free Library (K. Minney). Director Chisaki reported Friends almost reached their \$20K goal at the book sale; they approved their budget for 2012. *Alameda Patch* promoted the Friends in a recent article. They are still working on their cookbook and have about 30 recipes so far, but need at least 100. Please feel free to contribute if you have a recipe you would like to have published.

E. Patron Suggestions/Comments (Speak-Outs) and Library Director's Response. Please consider an adult story time, format could be a short story followed by a facilitated open discussion. Responded that due to budget cuts, we are working hard to provide as many services and programs as we can with limited resources. We will keep the suggestion in mind in the event we have excess funding in the future.

ORAL COMMUNICATIONS, NON-AGENDA (Public Comment)

None.

LIBRARY BOARD COMMUNICATIONS

President Atkin indicated she attended the Library Birthday History slide-show with her children; they really enjoyed it.

DIRECTOR'S COMMENTS

Hired a full-time Library Technician, Valerie Levitt, currently a part-time technician. Valerie will be starting full-time on November 21.

Also, just want to let the Board know, there is a possibility that we might have to close one of the Branches on occasion, due to lack of staffing. Staffing is so thin, we almost had to close one branch last Saturday. We will use lots of signage, but in the event we do have to close, wanted to let the Board know that may happen.

Christmas Eve and New Year's Eve, due to lack of staffing, we may have to close both Branches; we are currently planning on closing the Main Library at 4PM. Requesting Board permission to close on Christmas and New Year's Days; permission granted.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:20 p.m. by Board President Atkin.

Respectfully submitted,

Jane Chisaki, Library Director and
Secretary to the Alameda Free Library Board